Retention and Classification Report

Agency: Rich County (Utah). County Clerk (841)

Rich County Courthouse
21 South Main, P.O. Box 218
Randolph, UT 84064
793-2415

Records Officer

20947	*Birth registers
20948	*Death registers
03764	*Incorporation case files
25823	*Incorporations record book
09914	Marriage license applications
09913	Marriage licenses

AGENCY: Rich County (Utah). County Clerk

SERIES: 20947 4
TITLE: Birth registers
DATES: 1898-1905.
ARRANGEMENT: These records are loosely chronological by year but not by month. Entries were recorded in order of report, not by date
TOTAL VOLUME: 2.00 reels.
DESCRIPTION:

This series contains birth registers for the years 1898 to 1905. Each entry has the date of birth, sex, race, color, parents' names, residence, name of informant making the report, and an assigned number.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Historical

These are historical records with vital statistics information. They should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Rich County (Utah). County Clerk

SERIES: 20948 4
TITLE: Death registers
DATES: 1898-1905.
ARRANGEMENT: These records are chronological by year but not by month. Entries were recorded in order of report, not by date of
TOTAL VOLUME:
DESCRIPTION:

This series contains death registers for the years 1898 to 1905. Each entry has the name of the decedent, occupation, age, term of residence, marital status, sex, race, color, last place of residence, cause of death, date of death, name of party making the report and an assigned number.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Historical

These are historical records with vital statistics information. They should be kept permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Rich County (Utah). County Clerk

SERIES: 3764 4
TITLE: Incorporation case files
DATES: 1870-1961.
ARRANGEMENT: Arranged by case file number, thereunder by date filed
TOTAL VOLUME:
DESCRIPTION:

Incorporation Case Files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Rich County and serve as evidence of"due incorporation of the corporation [UCA 16-2]." Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business. The series officially ended in 1961 when the state became solely responsible for registering corporations.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

AGENCY: Rich County (Utah). County Clerk

SERIES: 3764
TITLE: Incorporation case files

(continued)

APPRAISAL:
Historical Legal

Because of the importance of incorporation information, which documents the organization and existence of companies, the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:
Public

AGENCY: Rich County (Utah). County Clerk

SERIES: 25823 3
TITLE: Incorporations record book
DATES: 1878-1915.
ARRANGEMENT: Chronological in order recorded.

TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

This record book contains copies of articles of incorporation for Rich County corporations. These include canal companies, milling companies, irrigation companies, livestock companies, and utility companies.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/2005.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Rich County (Utah). County Clerk

SERIES: 25823
TITLE: Incorporations record book

(continued)

APPRAISAL:
Historical

This disposition is based on records secondary historical value in documenting the incorporations of companies in Rich County.

PRIMARY CLASSIFICATION:
Public

AGENCY: Rich County (Utah). County Clerk

SERIES: 9914 3
TITLE: Marriage license applications
DATES: 1888-
ARRANGEMENT: Numerical by application number
TOTAL VOLUME:
DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), andthe distinctive race or nationality or each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Rich County (Utah). County Clerk

SERIES: 9914
TITLE: Marriage license applications

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 24.

PRIMARY CLASSIFICATION:
Private

AGENCY: Rich County (Utah). County Clerk

SERIES: 9913 3
TITLE: Marriage licenses
DATES: 1858-
ARRANGEMENT: Numerical by license number
TOTAL VOLUME:
DESCRIPTION:

These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1995)). The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 03/01/1991.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Rich County (Utah). County Clerk

SERIES: 9913
TITLE: Marriage licenses

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 25.

PRIMARY CLASSIFICATION:
Public